

2016-2017 Fiscal Year Summary

Parking & Transportation Services Department



Parking & Transportation Services Department

Fiscal Year 2016-2017 Summary



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Parking & Transportation Services Department

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Mission: Provide safe, reliable and convenient campus parking services that meet and support the mission of the University and the parking needs of the campus and its surrounding community.

Introduction: The University of Nevada, Reno Parking and Transportation Services Department is located on 16th Street just north of the Fleischmann Planetarium. Hours of operation of the main office are 8:00 a.m. to 5:00 p.m. Monday through Friday. The Parking and Transportation Services Department implemented regulations which best utilize roadways and parking areas for the benefit of University of Nevada, Reno students, staff, faculty and visitors. The Department is responsible for the issuance of parking permits, enforcement of the parking rules and regulations, installation of parking signs, management and maintenance of parking meters and facilities, and overseeing the campus shuttle service and special event parking.

The Parking and Transportation Services Department includes one professional faculty position and four operations teams:

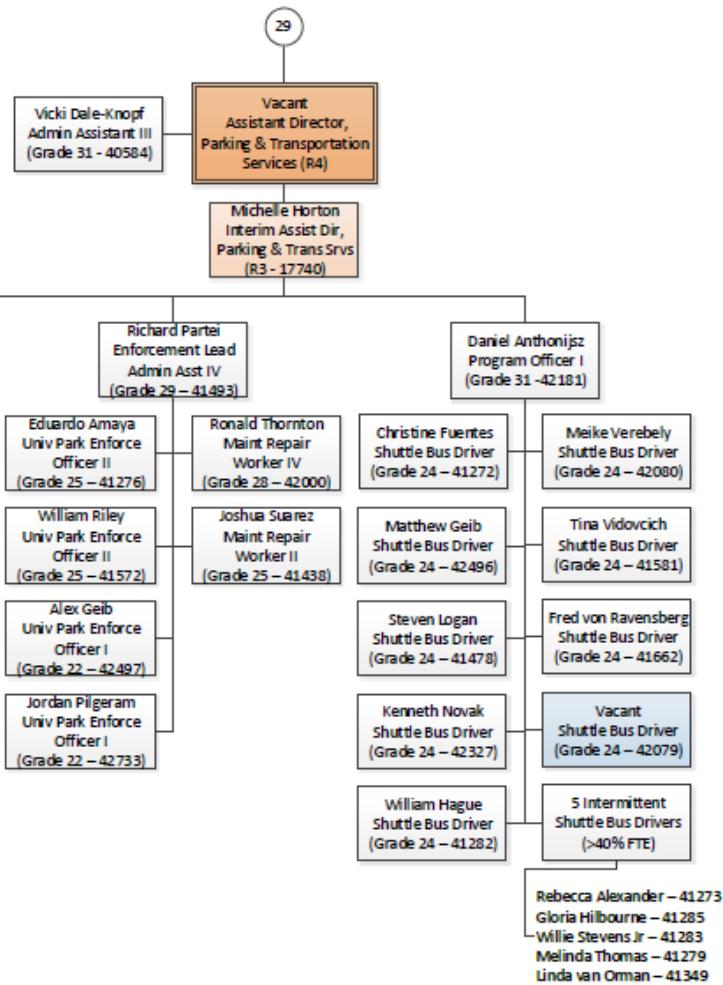
- The Office/Administrative Operation
 - Five full-time classified employees and students.
- The Enforcement Operation
 - Three full-time classified employees, two part-time employees and students.
- The Shuttle Operation
 - Four full-time and 10 intermittent classified employees.
- The Maintenance Operation
 - Two full-time classified employees and students.

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Facilities Services

Parking & Transportation
Services Department
September 2016



Administrative Faculty	(2)
Classified Staff	(22)
Intermittent Classified	(5)

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Parking Permit Types, Cost and Numbers Sold

The University of Nevada, Reno Parking office sells a variety of permits to the Campus Community. A total of 10,349 vehicle permits and 213 motorcycle permits were sold or issued (Fall Statistics). \$3,491,976 was generated from yearly, semester, weekly and daily permit sales.

Zone	Permit Cost	Annual Permits Sold	Semester Permits Sold	Total Sold
Silver Zone	\$475	70	0	70
Silver Contractor	\$475	66	0	66
Silver Zone	\$400	3,807	930	4,737
Silver Carpool	\$400	37	0	37
Yellow 1	\$400	574	0	574
Yellow 2	\$400	129	0	129
Yellow 3	\$400	43	0	43
Green Zone	\$230	1,714	1,095	2,809
Green Carpool	\$230	12	0	12
Orange Zone	\$230	174	0	174
Tan Zone	\$300	624	0	624
Blue Zone	\$125	429	89	518
Disabled	\$125	157	0	157
Evening	\$125	149	250	399
Total Vehicle Permits		7,985	2,364	10,349

213 motorcycle parking permits sold during this time.
194 reserved paid signed spaces on campus.
266 parking permits and 18 wolf passes reported lost or stolen.

Temporary Permits

Temporary Permits	Daily	Monthly	Meters
Parking Office	6,927	686	772
Department IPOs	5,294*	4	230
Special Events		1,118	

* 500 weekly permits sold to NSHE/SCS for Workday Implementation added as 2,500 daily permits under Dept IPO.

12,221 daily permits and 690 monthly permits were sold. This does not include permits sold from special events or pay and display machines.

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Total Painted Spaces by Zone

Location	Zone
Reserved Department/Dean's VP's/ FMS/ Patient	283
Silver	3,455
Yellow	745
Green	1,503
Orange	145
Tan	493
Blue (including Nelson)	501
Carpool	51
Parking Meters/ Hourly Parking	548
Disabled	303
Loading Zone/ Service Vehicle	219
Free Spaces	877
Total #of Vehicle Spaces	9,123
Total # of Motorcycle Areas	29

On October 13 and October 14 parking utilization surveys indicated a total of 907 vacant spaces available on campus.



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Free Parking Spaces and Location

Location	Number of Spaces
President's Spaces/ Silver 1	2
Tenant Parking/ Silver 6 Dirt Lot	57
Sports Medicine Physicians/ B11 Permits	6
Nevada Historical Society	19
Davidson Academy	25
NSHE Employees and Guests/ Enterprise and Evans	57
Patient Spaces for Nevada Physical Therapy/ROC	55
KNPB Visitor Parking	21
Nevada Early Intervention Services/ Special Children's Clinic	80
Children's Behavioral Center	72
Computing Center/ Behind Fence- Green Zone	15*
20 Minute Child and Family Research Center Loading/ Silver 2	6
20 Minute Early Learning Center Parking/ Silver 3	2
Valley Road/ Behind Fenced Area	31*
Nelson Building	51*
20 Minute Parking Services/ Silver 17	7
Police Services/ Silver 15	1
Police Services/ Silver 11	15
Central Receiving/ Green Zone	20
Sinclair Visitors and Staff Parking	85
Hixon Field/ Manogue Road	102
Lombardi Meters	3
Motor pool area	94
Post Office	30
Real Estate Office	4
Disabled spaces in free zones	17
Total	877

*added to total for 2016-2017/ not in 2015-2016



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Parking Permit Revenue

\$3,491,976 was received from the sale of annual and temporary campus parking permits. The following is a breakdown of parking permit revenue by month.

Month	Amount	Cumulative
July	\$ 590,767	\$ 590,767
August	\$ 1,233,660	\$ 1,824,427
September	\$ 179,832	\$ 2,004,259
October	\$ 105,909	\$ 2,110,168
November	\$ 79,933	\$ 2,190,101
December	\$ 221,610	\$ 2,411,712
January	\$ 280,455	\$ 2,692,167
February	\$ 111,274	\$ 2,803,441
March	\$ 59,029	\$ 2,862,470
April	\$ 62,943	\$ 2,925,413
May	\$ 85,106	\$ 3,010,519
June	\$ 481,458	\$ 3,491,976



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Parking Meter Revenue

- *Physical meter heads only/ does not include hourly parking spaces*

\$170,128 was received from the 179 campus parking meters, an average of \$950 per meter.

Month	Amount	Cumulative
July	\$ 8,276	\$ 8,276
August	\$ 11,949	\$ 20,226
September	\$ 21,145	\$ 41,371
October	\$ 16,109	\$ 57,480
November	\$ 20,178	\$ 77,658
December	\$ 16,849	\$ 94,507
January	\$ 6,327	\$ 100,835
February	\$ 16,510	\$ 117,345
March	\$ 10,895	\$ 128,240
April	\$ 17,655	\$ 145,894
May	\$ 17,374	\$ 163,268
June	\$ 6,859	\$ 170,128



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Pay and Display Revenue

\$763,464 was received from the 10 pay and display machines on campus. Below is a breakdown of revenue by month.

Month	Amount	Cumulative
July	\$ 24,036	\$ 24,036
August	\$ 42,710	\$ 66,745
September	\$ 79,678	\$ 146,423
October	\$ 75,694	\$ 222,117
November	\$ 79,292	\$ 301,409
December	\$ 66,371	\$ 367,780
January	\$ 36,257	\$ 404,036
February	\$ 77,339	\$ 481,376
March	\$ 70,833	\$ 552,208
April	\$ 88,536	\$ 640,744
May	\$ 85,930	\$ 726,674
June	\$ 36,789	\$ 763,464

**An additional \$19,177 was received from codes used by departments. This revenue was placed in the recharge account, as required.*

Pay and Display Machine – Usage by Month

212,162 permits were dispensed from the Pay and Display Machines on campus.

Location	Machine #1	Machine #2	Machine #3	Machine #4	Machine #5	Machine #6	Machine #7	Machine #8	Machine #9	Machine #10 EL	Machine #11 EL	Total
	BJW Complex	BJW Complex	Center Street	WS Complex	WS Complex	Silver 10	Knowledge Center	Lombardi Rec	BJW Complex/ Morrill Hall	Wiegand Fitness Ctr	Wiegand Fitness Ctr	Use
	Month											
July	1,535	1,494	41	974	343	165	725	602	1,691	0	0	7,570
August	2,851	2,640	59	1,513	703	317	918	1,020	2,970	0	0	12,991
September	4,323	4,172	74	2,574	1,116	431	1,411	2,210	5,194	0	0	21,505
October	5,148	4,367	67	2,218	785	504	1,426	2,357	5,132	0	0	22,004
November	5,227	4,056	55	2,049	761	500	1,326	2,245	4,883	0	0	21,102
December	4,210	2,992	42	1,400	472	396	1,101	1,734	4,059	0	0	16,406
January	2,523	2,731	30	908	425	371	673	1,306	3,170	0	0	12,137
February	4,162	5,932	38	2,094	906	426	1,367	1,644	4,231	515	514	21,829
March	5,599	6,600	52	2,056	868	404	1,444	1,421	0	2,992	1,671	23,107
April	6,354	6,470	42	2,216	719	448	1,533	1,552	0	2,715	2,867	24,916
May	5,404	4,437	42	1,592	505	385	1,192	1,081	259	1,761	2,452	19,110
June	1,956	2,424	24	838	287	225	699	377	408	865	1,382	9,485
Total	49,292	48,315	566	20,432	7,890	4,572	13,815	17,549	31,997	8,848	8,886	212,162

**In March 2017, Machine #9 was removed from the second floor of the Whalen Parking Complex. It was installed at Morrill Hall meter area in May 2017.*

Parking & Transportation Services Department Fiscal Year 2016-2017 Summary

Parking Citation Revenue

\$640,550 was received from the collection of parking citations.
The following is a breakdown of revenues received by month.

Month	Amount	Cumulative
July	\$ -20,255	\$ -20,255
August	\$ 41,297	\$ 21,042
September	\$ 37,010	\$ 58,052
October	\$ 50,685	\$ 108,737
November	\$ 79,180	\$ 187,917
December	\$ 62,723	\$ 250,639
January	\$ 45,845	\$ 296,484
February	\$ 56,698	\$ 353,182
March	\$ 69,663	\$ 422,845
April	\$ 102,375	\$ 525,220
May	\$ 81,095	\$ 606,315
June	\$ 34,235	\$ 640,550

**\$50,324.90 receivable was booked into Operations Account in FY16 and debited in July FY17 instead of being informational entry on Balance Sheet. The gross income from citations for July 2016 was \$30,070.*

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Parking Citations, Warnings and Flyers Issued

Permits must be displayed Monday through Thursday from 7:30 a.m. to 8:00 p.m. and Friday from 7:30 a.m. to 5:00 p.m.

36,686 citations and courtesy warnings were issued. Below is a breakdown of violation types. Of the 20,568 citations issued, 484 were voided in the field and 590 were voided in the office, leaving 19,494 citations due. 17,468 were paid, resulting in a 90% collection rate.

107 vehicles were immobilized and 0 were towed.

Violation	Amount of Violation	Citations	Warnings
Meter Violation	\$ 20	6,990	1,209
No Parking Permit	\$ 30	6,331	5,433
Boot Courtesy	\$ 0	0	623
No Parking Zone	\$ 30	297	152
Parking in Improper Zone	\$ 30	5,877	2,114
Timed Zone	\$ 20	673	48
Improper Display of Permit	\$ 5	110	2,563
Red Zone	\$ 30	64	44
Parking Privileges Suspended	\$ 50	107	0
Disabled Zone	\$ 250	33	19
Obstructing Traffic	\$ 40	12	1
Blocking	\$ 40	13	9
Parking in Gated/Coned Area	\$ 50	6	7
Line Straddling	\$ 10	20	194
Parked on Lawn/Landscape	\$ 40	2	6
Possession of Lost/Forged Stolen Permit	\$ 250	17	0
Lost/Stolen Forge Fee	\$ 400	16	0
Other (friendly flyer, flat tire assists)	\$ 0	0	3,696
Total		20,568	16,118

Parking Citation Appeals

963 citations were appealed. Below is a breakdown of appeals that were approved, disapproved or reduced.

Approved	Disapproved	Reduced
378	528	57

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Special Events

564 large events required special parking arrangements, to include special signage, parking attendants, parking permits, and/or suspension of parking enforcement. Entities are billed for special event services. Below is a breakdown of the number of special events that were provided parking services in 2016-2017.

Month	Number of Events
July	36
August	40
September	58
October	57
November	45
December	40
January	31
February	54
March	54
April	45
May	53
June	51
Total	564



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Motorist Assistance Program

244 people were assisted by the Motorist Assistance Program, a free service which provides help to members of the campus community who need assistance with their vehicle. Below is a breakdown of services provided:

Month	Jumpstart	Unlock	Other	Total
July	4	4	0	8
August	8	3	0	11
September	14	15	2	31
October	23	8	3	34
November	17	9	1	27
December	10	9	1	20
January	11	6	1	18
February	23	8	1	32
March	4	13	1	18
April	9	10	2	21
May	7	10	0	17
June	2	3	2	7
Total	132	98	14	244



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PACKTransit Shuttle Ridership Statistics

357,388 rides were provided on the campus shuttle service. During the instructional days of fall and spring semesters, the shuttles operate Monday through Thursday from 7:30 a.m. to 10:00 p.m. and Friday from 7:30 a.m. to 5:30 p.m. During the summer, the shuttle hours are Monday through Friday from 7:30 a.m. to 5:30 p.m. The following is a breakdown of the number of rides provided each month.

Month	BLUELine	SILVERLine	Cumulative
July	1,006	884	1,890
August	5,540	4,593	10,133
September	28,435	24,184	52,619
October	28,152	21,958	50,110
November	26,056	18,961	45,017
December	15,955	12,177	28,132
January	10,174	3,449	13,623
February	25,520	19,493	45,013
March	21,860	17,307	39,167
April	25,984	18,028	44,012
May	14,048	10,293	24,341
June	1,746	1,585	3,331
Total	204,476	152,912	357,388



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PACKTransit Shuttle Operating Costs

Shuttle operating costs include the BLUELine, the SILVERLine and the Davidson Academy Route.



Total Wages and Fringe **\$492,143**

Operating Expense **\$130,741**

**Total Cost to Operate
Shuttles** **\$622,885**

Total Hours Worked **18,804**

Per Hour Cost **\$33.12**

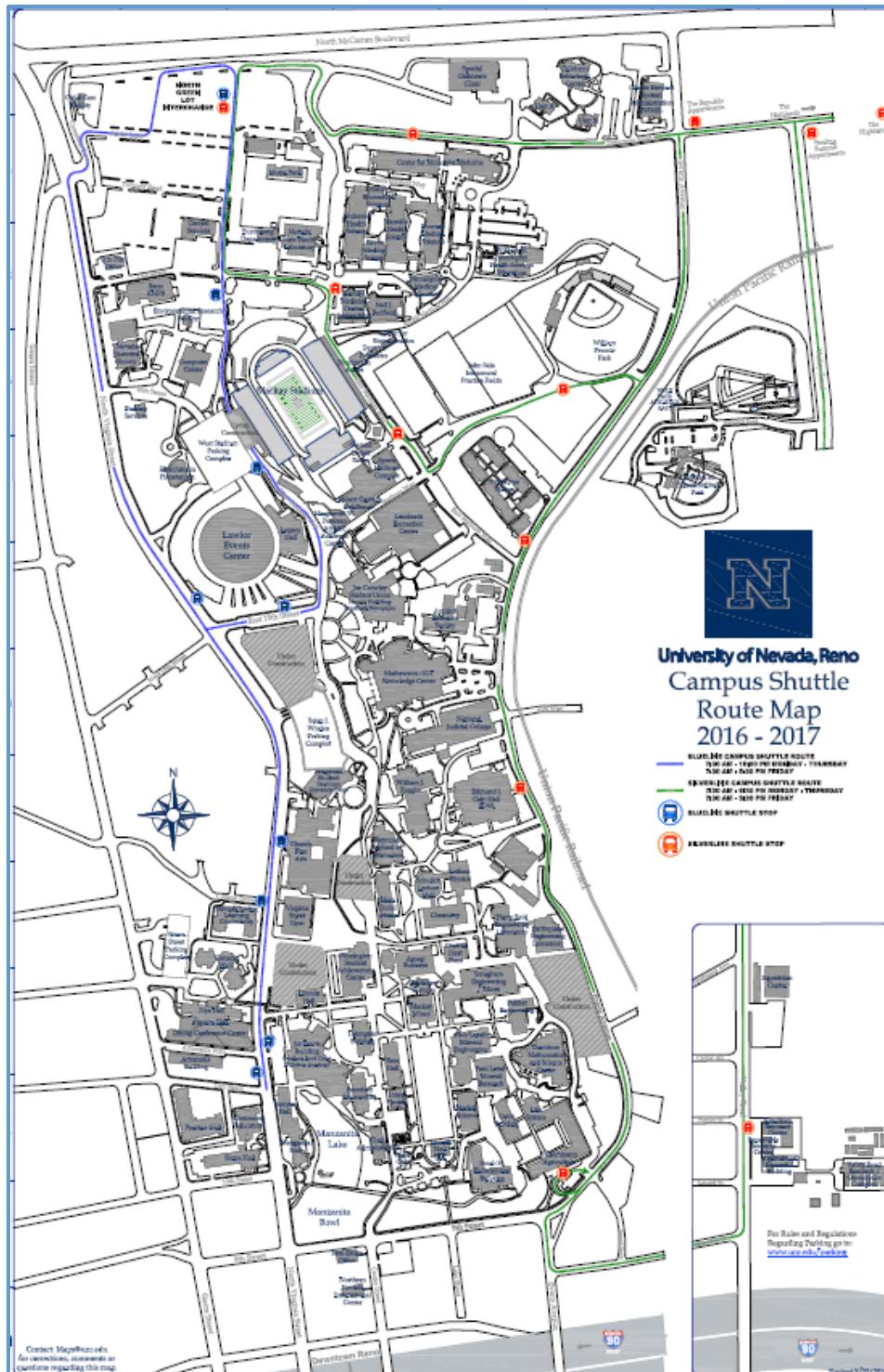
Number of Total Riders **357,388**

Cost per ride **\$1.74**

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PACKTransit Shuttle Route Map



Parking & Transportation Services Department

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Transportation Demand Management Program

The Parking and Transportation Services Department offered programs to encourage individuals to use alternate modes of transportation to get to campus. A carpool permit, the Wolf Pass City bus program, motorcycle permits as well as free bicycle permits were offered. To promote a bicycle friendly campus, bicycle lockers and racks were also installed on campus.

1,685 campus members registered as alternate transportation users (fall).

Type	Motorcycles	Carpoolers	Bicyclists	Wolf Pass	East Campus Resident	Circus Circus
Fac/ Staff	56	18	65	0	0	30
Students	157	31	475	124	449	280
Total	213	49	540	124	449	310

Alternate Transportation Rates (fall)

9,657 zone permits were sold (fall). 9,657 is used when calculating the number of faculty, staff and students who purchase permits.

Type	Headcount	Number of Permits Sold	Drive Alone	Alternate
Fac/Staff	3,112	2,495	80%	20%
Student	21,353	6,954	33%	67%
Total	24,464	9,449	39%	61%

*208 permits were sold to "others"



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Permits Sold by Category

Zone	Spaces That Can be Sold	Total permits Sold	Sold to Faculty or Staff	Sold to Students	Sold to Department s or Others
Silver 1	3	1	1	-	-
Silver 2	49	52	51	-	1
Silver 3	20	22	20	-	2
Silver 5	40	46	44	-	2
Silver 6	49	53	46	-	7
Silver 7	49	43	39	-	4
Silver 8	26	20	18	-	2
Silver 9	30	31	29	-	2
Silver 10	402	552	304	246	2
Silver 11	659	890	806	-	84
Silver 11 carpool	22	18	18	-	-
Silver 12	114	132	124	-	8
Silver 13	37	42	34	-	8
Silver 14	76	80	47	-	33
Silver 16	57	48	45	3	-
Silver 17	1,605	1,791	147	1,633	11
Silver 17 fall	-	930	12	918	-
Silver 17 carpool	17	19	0	19	-
Silver 18	9	4	2	2	-
Total Silver	3,264	4,774	1,787	2,821	166
Green 1	1,394	1,714	378	1,336	-
Green 1 fall	-	1,095	12	1,083	-
Green 1 carpool	12	12	0	12	-
Total Green	1,406	2,821	390	2,431	-
Tan	445	624	59	565	-
Total Tan	445	624	59	565	-
Blue	488	429	139	248	42
Blue fall	-	89	2	87	-
Total Blue	488	518	141	335	42
Orange	141	174	12	162	-
Total Orange	141	174	12	162	-
Yellow 1	535	574	0	574	-
Yellow 2	140	129	63	66	-
Yellow 3	47	43	43	-	-
Total Yellow	722	746	106	640	-
Total Zone Permits	6,466	9,657	2,495	6,954	208
Disabled	293	157	69	88	-
Contractor	-	66	0	-	66
Reserved	-	70	70	-	-
Evening	-	149	20	129	-
Evening fall	-	250	20	230	-
Total Other	293	692	179	447	66
Grand Total	6,759	10,349	2,674	7,401	274

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Budget Summary

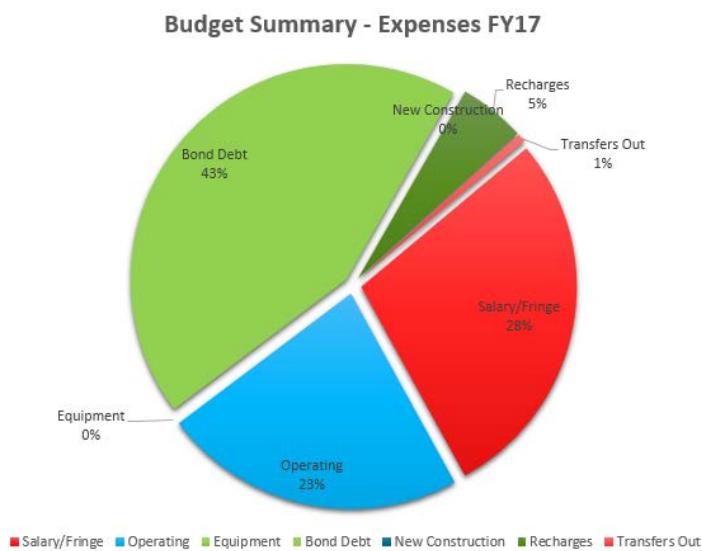
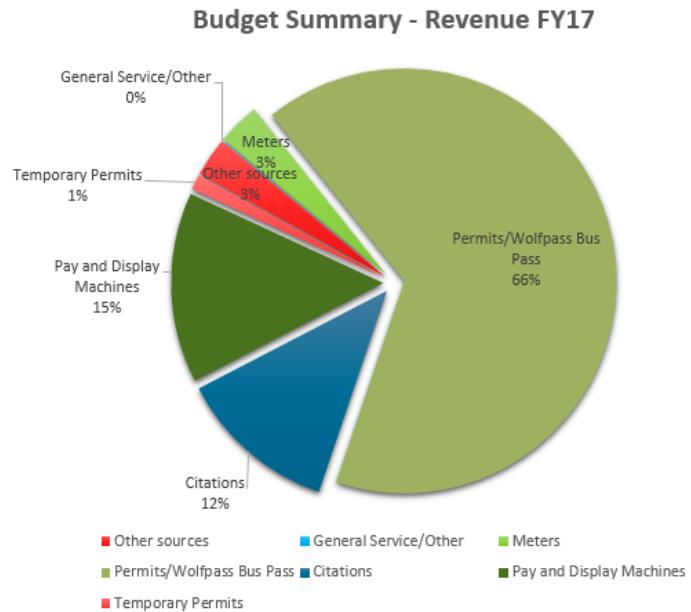
Parking Services	General Account
Beginning Balance	\$ 1,636,910
Sales & Services	5,272,846
<i>Total Funds</i>	<i>6,909,756</i>
 Expenses	
Salary/Fringe	1,324,024 *
Operating	1,066,957 *
Equipment	0
Bond Debt	2,051,721
New Construction	0
Recharges	-234,058
Transfers	30,000
 <i>Encumbrances</i>	<i>3,476</i>
 <i>Total Expenses</i>	<i>\$ 4,242,119</i>
 Ending Balance	 \$ 2,667,636

FY17 – Shuttle services account created April 2017. Account data is included in Parking Services account for this fiscal year and will be shown as separate budget for FY18 report.

Parking Services	Events Accounts
Beginning Balance	\$ 4,561
Sales & Services	31,366
 <i>Total Fund</i>	 35,927
 Expenses	
Salary/Fringe	43,265
Operating	16,007
Recharges	-47,403
 <i>Total Expenses</i>	 \$ 11,869
 Ending Balance	 \$ 24,058

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Summary of Asphalt Repairs on Campus

Location	Project #	IPO Amounts	Date	Description
Sierra Street Parking Complex	16-6250	\$1,725	July 2016	Repair damaged concrete and deck coating
Parking Lot North Campus	16-6254	\$2,054	July 2016	Pot hole
Design – Annelli	17-0008	\$14,100	August 2016	Design only- put on hold
Design- WSW	17-0006	\$167,368	September 2016	Design and repair pavement
Assess Sierra Street Complex	17-0065	\$7,680	September 2016	Assess Sierra Street Complex
Medical School Round-a-Bout	17-0172	\$54,200	October 2016	Construct a traffic circle at intersection of 17 th and East Stadium Way
Maintain parking lots	17-0054	\$25,000	January 2017	Crack seal, slurry seal and patch as required
Repair roadway and parking west of Anderson	16-2098	\$130,000	February 2017	Repair east stadium way asphalt road and parking lots between Enterprise Rd. to 17 th street
Design roadway repair- West Stadium Way	17-0034	\$252,000	March 2017	Remove and replace asphalt pavement from intersection of West Stadium and Parking garage entrance to West Stadium and Annelli
Whalen Traffic Study	17-0153	\$16,000	March 2017	Study of traffic in parking garage required to identify improvements in traffic flow
Total Amount		\$670,127		



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Summary of Department Accomplishments/Initiatives

Administration/Office

- Continued weekly staff training program (tool box talks) and created a calendar so each member of the Management Team knew when to present their talk—*assists in training of new products, policies and procedures for all employees.*
- Continued lease agreement with the City of Reno for the Nelson Building—*assists Elder College and OLLI with easy and accessible parking.*
- Continued funding the UNRPD cadet program—*assists in keeping the campus community safe in the evening.*
- Successfully scheduled hundreds of campus special events—*assists in providing exceptional customer service.*
- Established a zone parking system at Valley Road—*provides continuity within the zone parking system across campus.*
- Implemented parking lot zone changes in the north—*changes reflected supply and demand within the zone parking system.*
- Conducted the parking permit design contest for students- *Promotes student engagement.*
- Performed lot vacancy counts in March to determine occupancy rates on campus—*Collecting data assists in future planning efforts.*
- Continued in our TDM efforts (carpooling, biking, busing, Zipcar and walking) —*Provides alternative options to purchasing vehicle parking permits.*
- Initiated a traffic study on the Brian Whalen Parking Complex—*improves traffic volume and circulation within the structure.*
- Updated office Standard Operating Procedures—*establishes policy guidelines and standards.*
- Began using Office 365—*improves campus wide email system.*
- Changed exception parking policy for parking in other zones from 5:00 p.m. to 5:30 p.m.—*allows for daytime permit holders to leave the campus before evening students arrive.*
- Purchased the ROVR system which obtains DMV information from other states—*increases revenue collection from out of state citations.*
- Event Coordinator began participating on the Student Events Advisory Board – *Improved student engagement of event planning by providing accurate and timely parking related information.*

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Field and Maintenance

- Continued to update parking lot and garage signage—*provides signage uniformity and customer service enhancements across campus.*
- Installed additional bike racks and bike lockers throughout the campus—*promotes the use of alternate modes of transportation and offers close, convenient racks for bicyclists.*
- Coordinated annual campus parking space count and fine-tuned the campus interactive map—*provides easy reference of parking lot inventory on campus.*
- Increased the number of hourly parking spaces in the Whalen Complex to include half of the second level—*provides more short-term parking for visitors.*
- The E. L. Wiegand Fitness Center opened in January and provided additional hourly parking spaces—*provides more short-term parking for visitors.*
- Implemented a round-a-bout at the medical school—*encourages traffic calming.*
- Removed parking spaces in the Silver 5 zone—*future site of the University Arts Building.*
- Installed gate arms on West Stadium Way southbound in front of the E. L. Wiegand Fitness Center as “No Entry”—*promotes a pedestrian safe campus.*
- Performed parking lot inventory counts on the entire campus—*ensures inventory is accurately tracked annually and changes are documented.*
- Restriped parking areas, disabled zones and red curbs—*keeps parking lots well maintained.*
- Created additional disabled parking spaces in the Whalen Parking Complex—*assists those ADA faculty/staff and visitors with close disabled parking.*
- Installed a permit dispenser in the Morrill Hall area—*provides additional payment methods for short-term parkers.*

PACKTransit Shuttle

- Conducted driver-skills training for shuttle drivers—*promotes safe driving practices.*
- Continued shuttle agreements with Highlands, Sterling and Republic Apartments to provide transportation to/from the campus—*reduces the drive alone rate to campus.*
- Continued to subsidize the RTC Wolf Pass Program—*assists in efforts to support TDM programs to encourage alternate modes of transportation.*
- Reduced the PACKTransit BLUELine shuttle service to 2 buses—*eliminated due to reduced ridership; cost savings.*
- Established separate budget for shuttle services—*tracks cost for transportation independently and efficiently.*

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Campus Parking Map

